

# BEFORE YOU APPLY

READ THE FOLLOWING INFORMATION CAREFULLY

THE SCREENING PROCEDURE FOR POLICE RECRUIT CONSISTS OF SEVEN (7) STEPS.

- (1) Application
- (2) Written Test, including a written exercise
- (3) Physical Agility Test
- (4) Background Investigation
- (5) Substance Abuse Screening

After being conditionally offered employment by the Police Department, the applicant must successfully complete:

- (6) Medical Exam
- (7) Psychological/Psychiatric Evaluation

YOU MUST:

- (1) Successfully complete all steps before you are eligible for appointment.
- (2) Be on time for each stage of the screening procedure.
- (3) Have your driver's license with you at all times.

STEP #1 - APPLICATION AND DOCUMENTS - You may apply in Room 7W03, City Hall  
Monday - Friday from 8:00 AM - 6:00 PM.

You must submit the following documents at the time of application:

- (1) Application Form
- (2) Personal History Form
- (3) Current Driver's License
- (4) Original High School Diploma or state-approved G.E.D. (or official high school transcript). WE DO NOT ACCEPT COPIES.
- (5) Official College transcript or Diploma or DD-214. ). WE DO NOT ACCEPT COPIES.
- (6) Certified copy of birth certificate, naturalization papers, or baptismal papers.

STEP #2 - WRITTEN TEST - You will receive an admit slip to the written test when you complete your application.

STEP #3 – PHYSICAL AGILITY TEST – Applicants who pass the written test will be scheduled for the agility test. The test consists of the following events:

- Sit-ups – fourteen (14) repetitions in one (1) minute
- Push ups – ten (10) repetitions
- 1.5 mile run- completed in a maximum of nineteen (19) minutes and fifty (50) seconds
- 300 meter sprint – completed in a maximum of two (2) minutes
- Additional information will be given at the written test

STEP #4 - BACKGROUND INVESTIGATION -

Applicants who pass the written test and the physical agility test will be scheduled for a background investigation conducted by the New Orleans Police Department including a polygraph, written interview form, taped oral interview, and fingerprinting. All male applicants under age 27 must present their Federal Selective Service Card. When reporting for the background investigation, please wear business attire (e.g.; coat and tie, business suit).

In accordance with the Louisiana State Statute and for general application of the New Orleans Police Department's Hiring Criteria, an **adult** is hereby defined as a person who has attained the age of seventeen years. A **juvenile** is hereby defined as a person who has not attained the age of seventeen years.

An applicant applying for any commissioned position within the New Orleans Police Department shall be **AUTOMATICALLY DISQUALIFIED IF AS ADULT HE/SHE HAS:**

- a) been convicted of, pled guilty or nolo contendere to, any Felony.
- b) been convicted of, pled guilty or nolo contendere to, any Misdemeanor involving any crimes against person or sexual offenses.
- c) been convicted of, plead guilty or nolo contendere to, any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state or territory.
- d) used or possessed illegal drugs.
- e) used marijuana within three years, prior to application.
- f) been dishonorably discharged from any military service.
- g) been terminated or forced to resign from any law enforcement agency for disciplinary reasons
- h) refused to submit to a polygraph examination and/or voice stress examination.
- i) an unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; DWI or DUI convictions.

**IF YOU FALL INTO ANY OF THE CATEGORIES LISTED ABOVE, DO NOT APPLY FOR POLICE RECRUIT.**

**STEP #5 - A URINALYSIS TEST** - A urinalysis test to screen for substance abuse will be given. Applicants may be sent for this test at any stage of the testing process. There will be no rescheduling of substance abuse screening.

**POLICE DEPARTMENT INTERVIEW AND CONDITIONAL OFFER OF EMPLOYMENT** - When the Police Department has authorized, budgeted, and vacant positions, those candidates who have successfully completed Steps 1 through 5 are eligible to be offered employment. The Police Department then notifies Civil Service of its intent to hire specific individuals from this list, conditionally (i.e.; when they successfully complete the medical examination and the psychological evaluation [Steps 6 and 7]). Civil Service notifies candidates of this conditional offer and then schedules the candidates for their medical and psychological examinations.

**STEP #6 - MEDICAL EXAMINATION** - The medical will consist of a chest x-ray, lumbar spine x-ray and other medical tests determined by the Civil Service physician as necessary to evaluate whether a person can perform the essential functions of the Police Officer I and Police Recruit jobs.

**NOTE:** Applicants may be required to sign a waiver releasing information from a medical evaluation to Civil Service and/or Police Management.

**STEP #7 - PSYCHOLOGICAL/PSYCHIATRIC EVALUATION** - The psychological consists of two personality tests. These tests, along with the findings of the background investigation, will be evaluated by a psychologist to determine fitness for the job of Police Recruit/ Police Officer I. Some candidates will be referred to a psychiatrist for a personal interview to gain additional information. These evaluations are for the purpose of determining an applicants' suitability to perform police work and are not for the purpose of diagnosis or treatment. Being found unsuitable for this position does not imply mental instability.

**CERTIFICATION FOR HIRE** - When candidates who have a conditional offer of employment have successfully completed their medical examination and psychological/psychiatric evaluation and when Civil Service has requisitions for these candidates, their names are certified to the Police Department for hire.

**If you have any questions, call 658-3516 or 658-3530.**